

. . . . .

Class Specifications  
for the Class:

PARKING & SECURITY OFFICER I

**Distinguishing Characteristics:**

This class reflects responsibility for enforcing State parking lot rules and regulations and county traffic codes relative to vehicle parking, issuing citations to violators, protecting related property, and maintaining order in government parking lots and surrounding areas. Positions in this class act as first responders to alarms, scenes of accidents, hazards, public disorders, criminal activities and other disturbances/emergencies, and perform private citizen's arrest as required to enforce all parking rules and regulations as prescribed by the agency. Work is performed independently at assigned work locations, and is subject to periodic check as well as review of reports and citations issued.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Patrols parking lots and other government property used for vehicle parking; may operate vehicle radio, walkie-talkie, and patrol car; checks parking permits and parking meters; issues citations for parking violations; unlocks and clears parking meters of foreign objects and checks meters for defects to confirm or disprove complaints made by cited violators; reports defective parking meters; directs traffic within lots and on other government property; prohibits unauthorized parking; writes "tow-away" tickets and contacts supervisor by walkie-talkie for tow truck; observes parking lots and other government property to prevent and discourage thefts, use of slugs in meters, disorderliness, and other unlawful acts within parking and other assigned areas; responds, if possible, without the use of physical restraints or force and without endangering self or others to emergencies, alarms, scenes of accidents, vehicle break-ins, assaults, hazards, public disorders, criminal activities and other disturbances/emergencies; and contacts supervisor and/or appropriate external agency support, such as police, fire or ambulance as needed; questions and detains violators; coordinates with law enforcement agencies in detaining suspects and/or witnesses; gathers facts and prepares reports of accidents, incidents and complaints of State officials, employees and the general public; appears in court to present evidence and testimony; assists the general public by providing information

and direction to offices and buildings; operates a cash register in the collection of parking fees, gives proper change as necessary, and balances cash with parking tickets at the end of the work shift; collects monies from parking meters and deposits in designated financial institution; assists with traffic control during special functions and emergencies; may oversee work and keep record of part-time assistants as assigned; receives training in the repair and maintenance of parking meters; and performs minor maintenance and cleaning of parking control equipment and facilities.

Knowledge and Abilities Required:

Knowledge of: Rules and regulations governing government parking lots and vehicle parking on other government property; county traffic codes relative to parking; and simple record keeping and report writing.

Ability to: Follow oral and written instructions; operate a radio-equipped motor vehicle and walkie-talkie; understand and explain rules, regulations and procedures concerning parking lots; deal tactfully and effectively with the general public; serve as witness in court; obtain facts and submit written reports concerning accidents, complaints, incidents and violations; operate a cash register; perform simple arithmetic (addition, subtraction, multiplication, division); direct traffic in assigned areas; think and act quickly in an emergency; and perform minor maintenance and cleaning of parking control equipment and facilities.

- - - - -  
This is the first specification for the new class PARKING AND SECURITY OFFICER I, which is established as a result of the Civil Service Commission's decision on a classification appeal dated July 22, 1999.

Effective Date: July 1, 1994

DATE APPROVED: 2/14/00

\_\_\_\_\_  
MIKE McCARTNEY  
Director of Human Resources Development